

For: State and County Offices**Deleting eLDP Customer Profiles****Approved by:** Deputy Administrator, Farm Programs

1 Overview**A Background**

An eLDP customer profile can be any of the following:

- a **common customer profile** which is used for all SCIMS business types except those for joint operations
- a **partnership profile** which is used for general partnerships
- a **joint venture profile** which is used for joint ventures with an employer ID number.

Common customer profiles are established for each crop year. In certain circumstances, a common customer profile may have been inadvertently established in 1 or more crop years. If another crop year contains at least 1 eLDP application, regardless of the crop year, the common customer profile could **not** be deleted.

eLDP software will be enhanced on or after March 29, 2007, to delete a common customer profile, if an application has **not** been processed for the specific crop year.

Joint operations (partnership and joint ventures) customer profiles:

- do not contain commodity and payment limitation information
- are not crop year specific.

eLDP software has been enhanced to allow a joint operation's customer profile to be deleted as of a specific date.

Disposal Date

December 1, 2007

3-12-07

Distribution

State Offices; State Offices relay to County Offices

Notice PS-583

1 Overview (Continued)

B Purpose

This notice informs State and County Offices of recent eLDP enhancements to allow County Offices to delete:

- a common customer profile for a specific crop year
- a joint operation's customer profile as of a specific date.

C Contact

For questions or situations **not** addressed in this notice, State Offices shall contact Laura Schlote, PSD, by either of the following:

- e-mail at laura.schlote@wdc.usda.gov
- telephone at 202-720-7785.

2 Deleting Customer Profiles

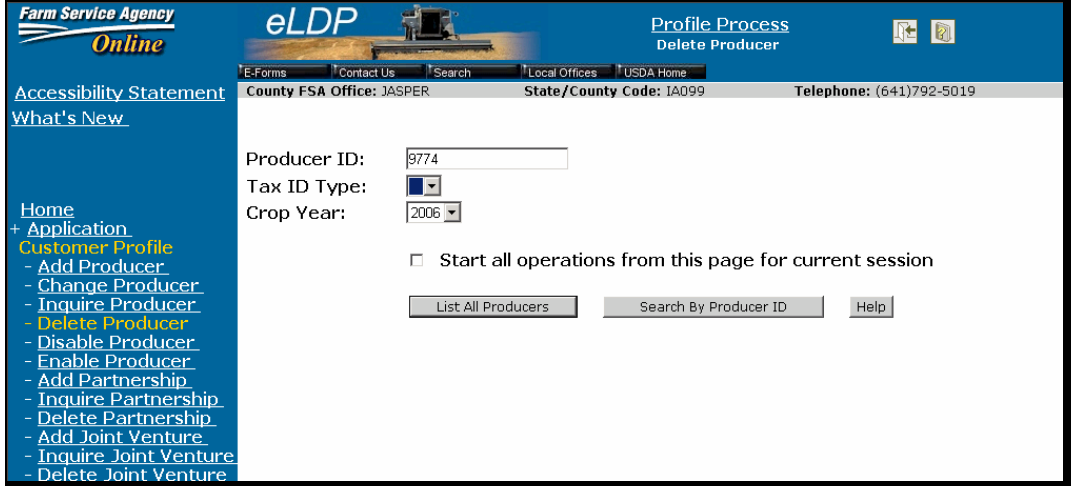
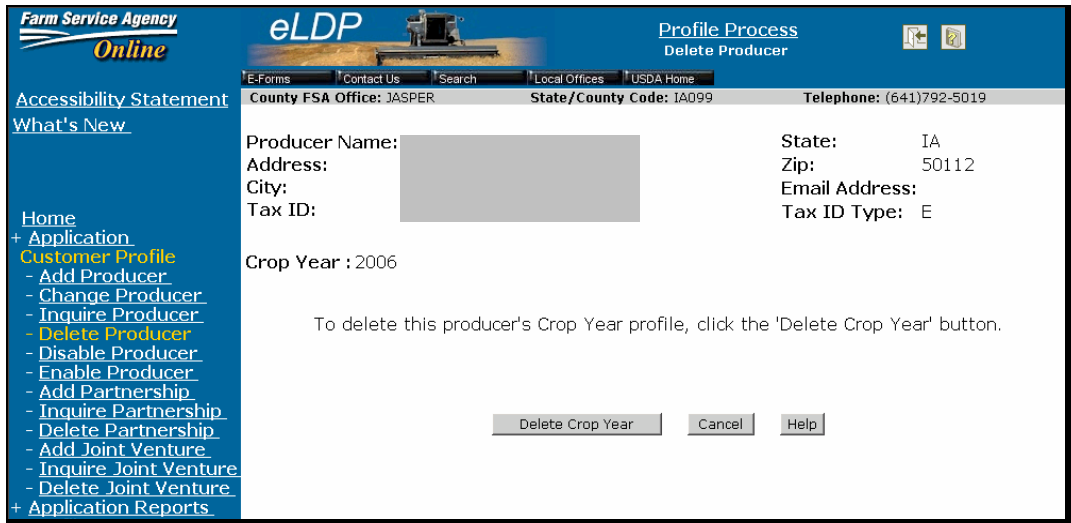
A Deleting a Common Customer Profile

County Offices shall delete a common customer profile according to the following table.

Step	Action
1	CLICK “eLDP Functions” from the Price Support Home page.
2	After a successfully login according to 15-PS, paragraph 202, use the drop-down box on the Welcome to Price Support Screen to select the State and county.
3	On the Application Process Screen , CLICK “Customer Profile”.
4	On the Profile Process Screen , CLICK “Delete Producer”.

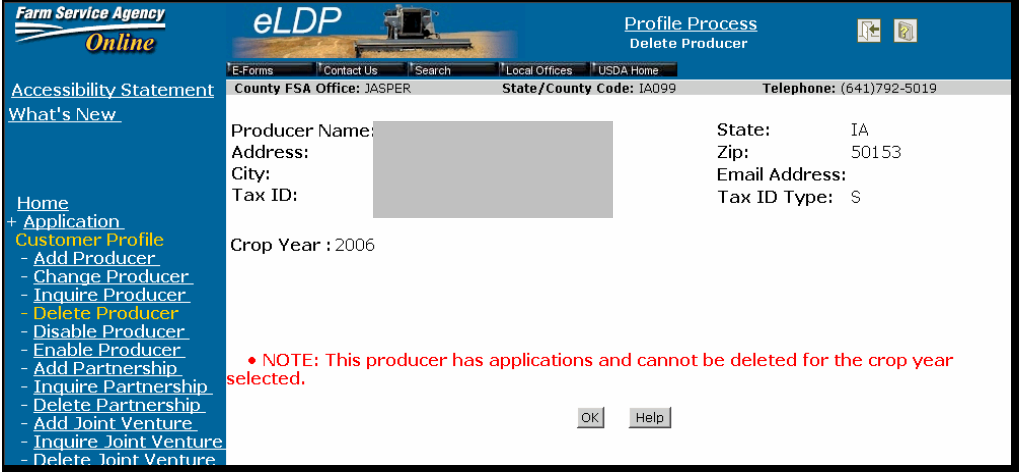
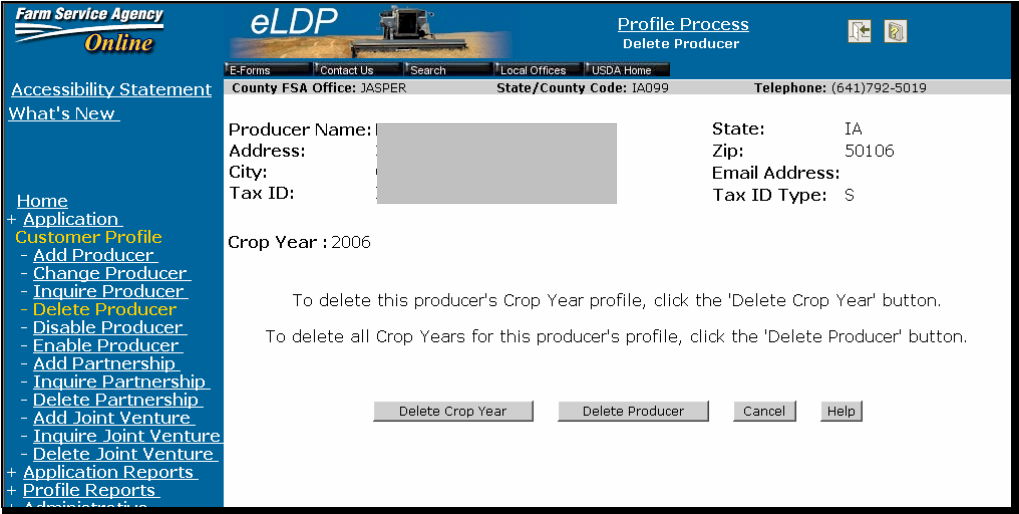
2 Deleting Customer Profiles (Continued)

A Deleting a Common Customer Profile (Continued)

Step	Action
5	<p>Enter the following:</p> <ul style="list-style-type: none"> • producer ID and type • crop year.  <p>CLICK “Search By Producer ID”.</p>
6	<p>The following screen will be displayed.</p>  <p>CLICK “Delete Crop Year”.</p> <p>A message will be displayed indicating the specific crop year customer profile has been successfully deleted.</p>

2 Deleting Customer Profiles (Continued)

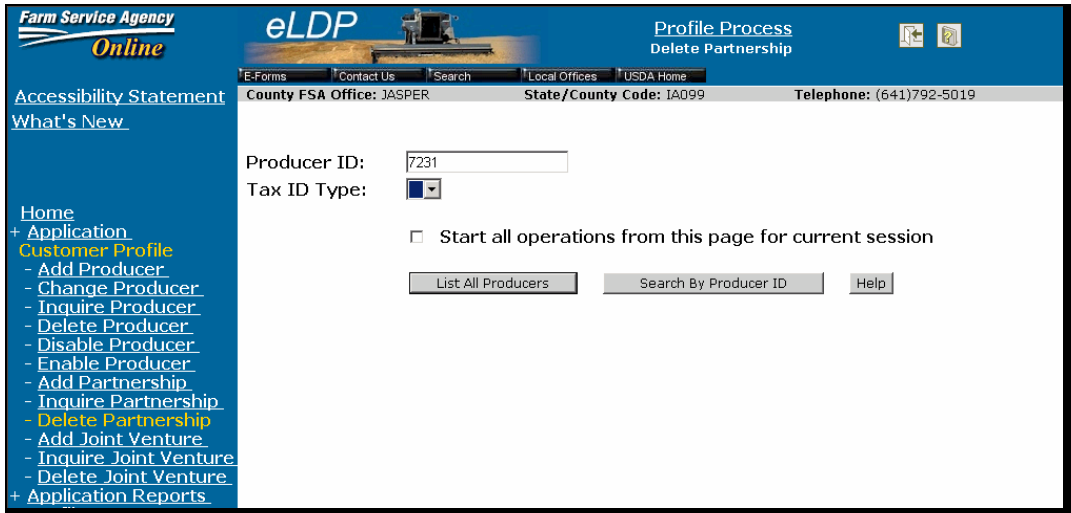
A Deleting a Common Customer Profile (Continued)

Step	Action
6 (Cntd)	<p>Note: If an application is on file for a specific crop year, a message will be displayed indicating that the crop year customer profile cannot be deleted.</p> 
7	<p>CLICK “Delete Producer” to delete all crop year customer profiles.</p> <p>Note: This option will only be displayed for a customer profile without any application in any crop year.</p> 

2 Deleting Customer Profiles (Continued)

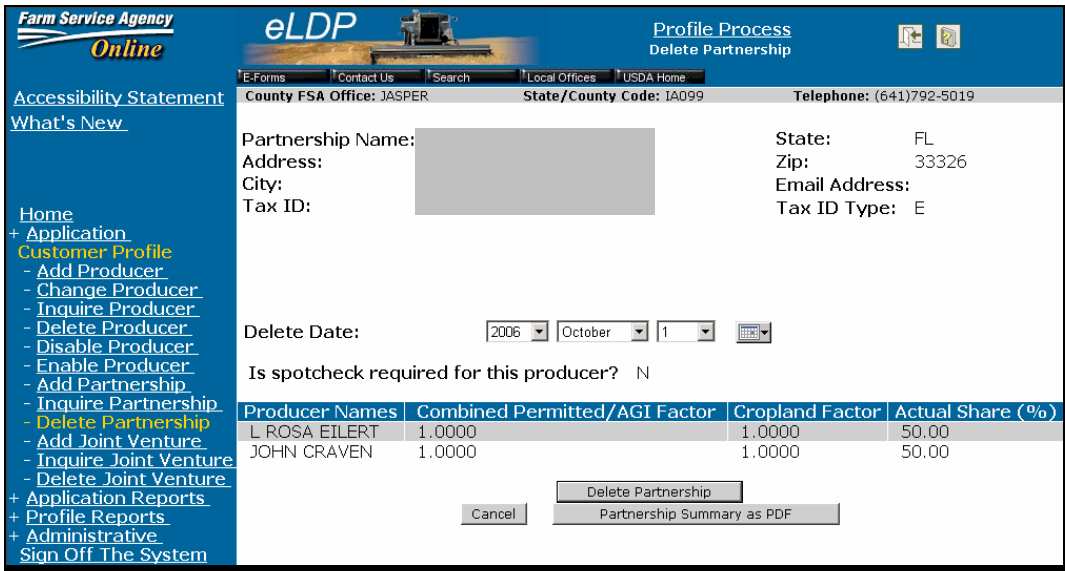
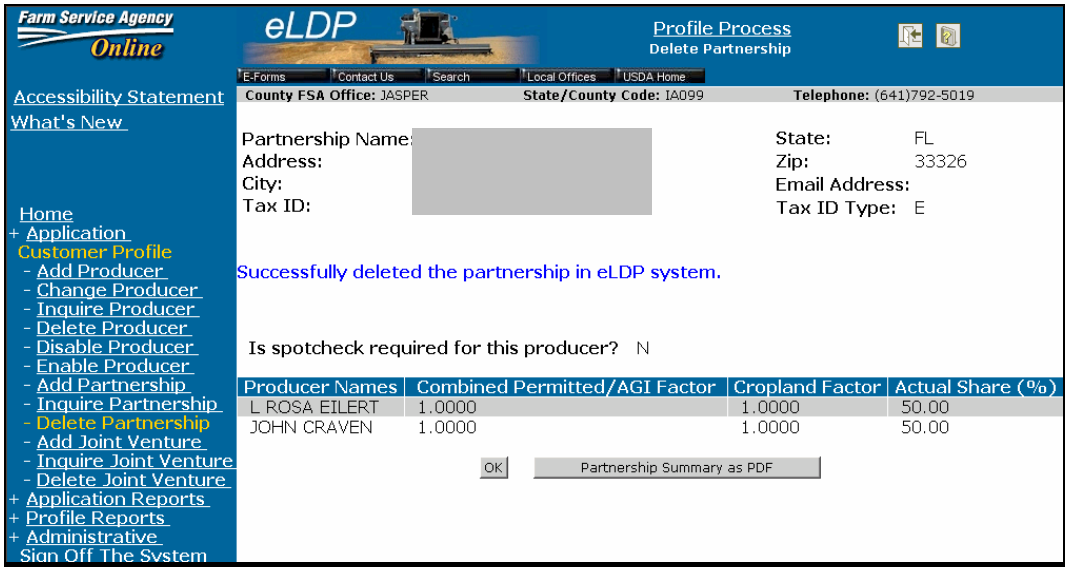
B Deleting a Joint Operation Customer Profile

County Offices shall delete a joint operation's customer profile according to the following table.

Step	Action
1	CLICK "eLDP Functions" from the Price Support Home page.
2	After a successfully login according to 15-PS paragraph 202, use the drop-down box on the Welcome to Price Support Screen to select the State and county.
3	On the Application Process Screen , CLICK "Customer Profile" .
4	On the Profile Process Screen , CLICK "Delete Partnership" or "Delete Joint Venture" , as applicable.
5	<p>Enter producer ID and type.</p>  <p>CLICK "Search By Producer ID".</p>

2 Deleting Customer Profiles (Continued)

B Deleting a Joint Operation Customer Profile (Continued)

Step	Action
6	<p>The following screen will be displayed.</p>  <p>Enter the date the joint operation became inactive. CLICK “Delete Partnership” or “Delete Joint Venture”, as applicable.</p>
7	<p>A message will be displayed indicating that the joint operation has been successfully deleted.</p> 

2 Deleting Customer Profiles (Continued)

C Deleting a Common Customer Profile When the Individual or Entity Is Also a Member of a Joint Operation

Individual customer profiles cannot be deleted when the individual or entity is also a member of an active joint operation. In these cases, the joint operation's customer profile must be deleted **before** deleting the member.

The following is an example of the message that will be displayed indicating if a producer is a member of a partnership, and the partnership or joint operation is still active.

Farm Service Agency Online **eLDP** **Profile Process Delete Producer**

E-Forms Contact Us Search Local Offices USDA Home

County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019

Accessibility Statement What's New

Home
+ Application
+ Customer Profile
- Add Producer
- Change Producer
- Inquire Producer
- Delete Producer
- Disable Producer
- Enable Producer
- Add Partnership
- Inquire Partnership
- Delete Partnership
- Add Joint Venture
- Inquire Joint Venture
- Delete Joint Venture
+ Application Reports

Producer Name: [Redacted]
Address: [Redacted]
City: [Redacted]
Tax ID: [Redacted]

State: IA
Zip: 50208
Email Address:
Tax ID Type: S

Crop Year : 2006

• NOTE: This producer has partnerships and cannot be deleted.

OK Help